

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

September 19, 2019 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson
Susan G. Meyer, Vice-Chair
Kenneth Wayman, Commissioner

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 19, 2019.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of August 22, 2019, as submitted.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

a. School Registrar II – High School	20-20
b. School Administrative Assistant – Elementary	21-20
c. Student Supervision Assistant	22-20
d. College Guidance Specialist	23-20
e. Office Assistant Bilingual	24-20
f. Preschool Site Facilitator	25-20
g. Director, Purchasing and Warehouse	26-20

There was a motion to approve by Ms. Meyer with discussion requested by Mr. Wayman regarding the criteria for the First Aid Certificate requirement. Some of the positions listed today have the First Aid requirement and others do not. Christi Winslow explained the requirement is more prevalent on the elementary level due to the limited amount of hours on campus by the health assistants, but there are several positions that require either basic First Aid or both First Aid and CPR.

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified.

a. School Administrative Assistant – Intermediate	10-20
b. Supervisor, Transportation Safety and Training	11-20
c. Instructional Assistant – Behavior Intervention	12-20

d.	Nutrition Services Assistant I	13-20
e.	Custodian	14-20
f.	Instructional Assistant – Technology I	15-20
g.	Office Assistant III	16-20
h.	Office Assistant II	17-20
i.	Bus Driver	18-20
j.	Instructional Assistant – Extended Day Program	19-20
k.	School Registrar I – Middle School	20-20
l.	Nutrition Services Assistant II	21-20
m.	Head Custodian – PROMOTIONAL ONLY	22-20
n.	Instructional Assistant – Behavior Intervention	23-20
o.	Instructional Assistant – Special Education	24-20

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Winslow highlighted the following items:

- Applications are being accepted for the 4th Annual Classified Leadership Institute and the first meeting will be in November
- Negotiations concluded with CSEA and there is a tentative agreement with the highlights being a change in the school year calendar, 3.5% salary increase over one year and Benefit Cap increase equivalent to over 1%, which means no increase in what is currently being paid by staff
- Classified personnel are busy processing a lot of applications, testing, interviewing and preparing eligibility lists

9. NEXT MEETING DATE: Thursday, October 17, 2019 at 4:00 p.m.

10. ADJOURNMENT: 4:13 p.m.